

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

50

June 24, 2003

FROM: LINDA HAUGAN, Director
Transitional Assistance Department

**SUBJECT: AMENDMENTS TO CONTRACTS TO PROVIDE ADULT BASIC EDUCATION,
ENGLISH AS A SECOND LANGUAGE, AND GENERAL EDUCATION
DEVELOPMENT TRAINING SERVICES**

RECOMMENDATION: Approve Amendments to the following contracts to extend services twelve months through June 30, 2004 to provide Adult Basic Education, English as a Second Language, and General Education Development on a fee-for-services basis in an aggregate amount not to exceed \$1,400,000 for Fiscal Year 03/04:

<u>Contractor</u>	<u>Service</u>	<u>Amount</u>	<u>Contract #</u>
ASA Learning Center	ABE/GED	\$100,000	01-517 A-3
Asian-American Resource Center	ABE/ESL/GED	\$100,000	02-752 A-1
Camp Fire – San Andreas Council	GED	\$100,000	01-519 A-2
Camp Fire – San Andreas Council	ESL	\$100,000	01-717 A-2
Copper Mountain College	ABE/GED	\$100,000	01-723 A-3
Copper Mountain College	ESL	\$100,000	01-724 A-2
D.O.V.E. Enterprises	GED	\$100,000	01-522 A-3
D.O.V.E. Enterprises	ABE	\$100,000	01-991 A-2
D.O.V.E. Enterprises	ESL	\$100,000	01-725 A-2
National Council of Negro Women	ABE/GED	\$100,000	02-754 A-1
Provisional Educational Services, Inc.	ESL	\$100,000	01-525 A-2
Provisional Educational Services, Inc.	ABE/GED	\$100,000	01-525 (a) A-3
Somos Hermanas Unidas (SHU)	ESL	\$100,000	01-728 A-2
Veronica's Home of Mercy	GED	\$100,000	01-730 A-3

Page 1 of 3

Record of Action of the Board of Supervisors

50

AMENDMENTS TO CONTRACTS TO PROVIDE ADULT BASIC EDUCATION, ENGLISH AS A SECOND LANGUAGE, AND GENERAL EDUCATION DEVELOPMENT TRAINING SERVICES

June 24, 2003

Page 2 of 3

BACKGROUND: In March 2001, the Board of Supervisors authorized the Jobs and Employment Services Department (JESD) to release a Request for Proposals (RFP) to procure Coordinated Services for CalWORKS eligible participants of San Bernardino County. Major categories solicited in this RFP included Education Services, Employment Centered Training, and Problem Resolution Services. As a result of the Coordinated Services RFP, the Board of Supervisors approved various contracts with the contractors to provide Education Services. The original contracts specify the option to renew the contracts for two additional one-year periods unless terminated earlier under the provisions of the contract. Under this provision, the contracts listed above for Education Services are being extended for an additional twelve months, through June 30, 2004. The procurement process to obtain competitive bids for FY 04/05 will be initiated in November 2003.

The Education Services category includes General Education Development instruction for adults who did not complete high school with the skills necessary to earn a General Equivalency Diploma (GED); Adult Basic Education (ABE), which provides remedial classroom instruction to raise the educational level and teach workplace essential skills; and English as a Second Language (ESL) instruction to enhance reading, writing, speaking, and vocabulary skills in the English language.

The County will pay the contractors a fee-for-service, as established in the original contract or amendment, based on the services provided to the individual participant. The cost of services will vary depending on the type of services provided and other funding sources available to the agencies. Referrals made to these contractors cannot be guaranteed. It should be noted that while the individual contracts were written not to exceed \$100,000 each, the Transitional Assistance Department (TAD) does not anticipate spending more than \$600,000 annually for the overall services. TAD will monitor individual referrals to ensure that the total payments to these contractors do not exceed, in aggregate, the \$600,000 set aside for these services. These contracts are written in this manner to establish a Board of Supervisors approved list of qualified vendors to allow TAD the flexibility of selecting the vendor that best meets its client's needs. A minimum amount is not required to be spent on any of these contracts. The contractors stipulate that they are capable and willing to provide services to participants as they are individually referred under the conditions of the contracts. There are several other contractors currently providing these services who desire to renew their contracts, but because they require additional time to obtain approvals and signatures, they will be presented to the Board of Supervisors for approval at a later date.

Approval of these amendments will allow the County to continue to provide these services to the County's CalWORKS participants, thereby enabling the participants to transition from welfare to self-sufficiency. According to program monitoring throughout FY 01/02 and 02/03, these contractors are successfully meeting the performance objectives of their current contracts. TAD has assumed this portion of the JESD function and will monitor these contractors on a scheduled basis to determine compliance with contract terms and conditions and program performance.

REVIEW BY OTHERS: This contract has been reviewed by HSS Contracts (Lori Ciabattini, Administrative Supervisor) on June 10, 2003; and County Counsel (Julie Surber, Chief County Counsel) on June 10, 2003. This item has also been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst) on June 16, 2003; and HSS Finance (Kris Letterman, Administrative Manager) on June 16, 2003.

AMENDMENTS TO CONTRACTS TO PROVIDE ADULT BASIC EDUCATION, ENGLISH AS A SECOND LANGUAGE, AND GENERAL EDUCATION DEVELOPMENT TRAINING SERVICES

June 24, 2003

Page 3 of 3

FINANCIAL IMPACT: Approval of these Amendments will provide \$600,000 for Education Services for FY03/04 and is funded through the CalWORKs single allocation. The CalWORKs single allocation requires a fixed maintenance of effort of \$9.9 million, which is approximately 9% of total CalWORKs funding. Therefore, local share associated with these expenditures is approximately \$54,000. Local share is funded approximately 52% (\$28,080) with Realignment revenues and 48% local cost (\$25,920). Adequate appropriations and revenues have been included in the HSS Administrative FY 03/04 Proposed Budget.

Cost Reduction Review: The County Administrative Office has reviewed this agenda item and recommends this action based on the fact that these contracts provide the required mandated Education Services to CalWORKS participants. In the event that CalWORKS funding is cut, these contracted services will not be utilized based on the provision in the contract that there is no obligation on the part of the County to refer a predetermined or specified number of participants or to purchase a specified number of slots.

SUPERVISORIAL DISTRICTS: All

PRESENTER: Linda Haugan, Director, Transitional Assistance Department, (909) 388-0236